

Trinity Basin Preparatory



Student Handbook
2016-2017

Superintendent
Chief Financial Officer
Chief Legal and Operations Officer

Randy Shaffer
James Dworkin
Trey Varner

Ewing Campus (PreK through 4th Grades)

808 N. Ewing
Dallas, TX 75203
(214) 942-8846 phone
(214) 946-9194 fax

Principal – Kyla Jaramillo
Vice Principal – Jose Carrillo

Office Hours
7:30 a.m. - 4:00 p.m.

School Hours
Pre-K3 – 8:00 a.m. – 11:30 a.m. or
12:00 p.m. – 3:30 p.m.

Pre-K4 – 4th 8:00 a.m. - 3:30 p.m.

Breakfast Hours
7:30 a.m. – 7:50 a.m.

10th Street Campus (PreK through 4th Grades)

831-B W. 10th Street
Dallas, TX 75208
(214) 296-9302 phone
(214) 296-9306 fax

Principal – Candee Martinez
Vice Principal – Joshua Henry

Office Hours
7:30 a.m. - 4:30 p.m.

School Hours
Pre-K3 – 7:45 a.m. – 11:15 a.m. or
11:45 p.m. – 3:15 p.m.

Pre-K4 – 2nd 7:45 a.m. - 3:15 p.m.

3rd – 4th 8:15 a.m. – 3:45 p.m.

Breakfast Hours
Pre-K3 – 2nd 7:15 a.m. – 7:35 a.m.
3rd – 4th 7:45 a.m. – 8:05 a.m.

Jefferson Campus (5th through 8th Grades)

855 E. Eighth Street
Dallas, TX 75203
(214) 941-4881 phone
(214) 941-4866 fax

Principal – Jennifer Masten
Vice Principal – Jon Greene
Vice Principal – Rick Dix

Office Hours
7:15 a.m. – 4:00 p.m.

School Hours
7:45 a.m. – 3:15 p.m.

Breakfast Hours
7:15 a.m. – 7:35 a.m.

Pafford Campus (PreK through 7th Grades)

100 E. Pafford
Fort Worth, TX 76110
Phone (817) 840-7501
Fax (817) 840-7502

Principal – Jodi Rebarcek
Vice Principal – Ryan Keser

Office Hours

7:30 a.m. – 4:00 p.m.

School Hours

Pre-K3 – 8:15 a.m. – 11:45 a.m. or
12:15 p.m. – 3:45 p.m.

Pre-K4 – 6th 8:15 a.m. – 3:45 p.m.

Breakfast Hours

7:30 a.m. – 8:00 a.m.

Panola Campus (PreK through 3rd Grades)

4400 Panola Avenue
Fort Worth, TX 76103
(817) 458-4222 phone
(817) 458-4224 fax

Principal – Natasha Forge
Vice Principal – Stacia Gantos

Office Hours

7:30 a.m. – 4:00 p.m.

School Hours

Pre-K3 – 8:15 a.m. – 11:45 a.m. or
12:15 p.m. – 3:45 p.m.

Pre-K4 – 2nd 8:15 a.m. – 3:45 p.m.

Breakfast Hours

7:30 a.m. – 8:05 a.m.

PREFACE

The Trinity Basin Preparatory Student Handbook contains information students and parents will need to ensure a successful school year. Throughout the handbook, the term “the student’s parent” means natural parent, legal guardian, or other person standing in parental relation.

The Student Handbook is designed to be in accordance with Board policy and the Student Code of Conduct adopted by the Board of Directors. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy that affect student handbook provisions will be communicated via memos and other means to students and parents. These changes will generally supersede the provisions found in this handbook and those made obsolete by the newly adopted policy.

In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, provisions of policy or the Student Code of Conduct most recently adopted by the Board shall prevail.

The back page of the handbook is to be read, signed by the parent and student, removed from the handbook and returned to school by Friday, September 9.

Trinity Basin Preparatory will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational programs.

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SECTION 1: STUDENT DISCIPLINE

STUDENT CODE OF CONDUCT

Trinity Basin Preparatory has disciplinary authority over a student as outlined in the Student Code of Conduct. A copy of the Student Code of Conduct is attached. Additional copies may be obtained from the school office or on the school's website.

DISCIPLINE

Students who violate the school's Student Code of Conduct shall be subject to disciplinary action. The school's disciplinary options include using one or more discipline management techniques, suspension, and expulsion. Disciplinary measures are applied depending on the nature of the offense. The Principal, Chief Academic Officer, and/or Superintendent can provide more information about the school's Student Code of Conduct, which is attached.

CITIZENSHIP GRADES (Grades PK through 8th)

Conduct grading is as follows:

E=Excellent - The student has an excellent attitude. He/she is very cooperative and seldom has to be corrected. He/she conforms to all school rules and regulations and contributes to the class-learning situation.

S=Satisfactory - The student's behavior is generally acceptable.

N=Needs Improvement - The student is uncooperative and his/her attitude requires correction.

U=Unsatisfactory - The student consistently misbehaves.

DISRUPTIONS

In order to keep students safe and sustain an educational program free from disruption, state law permits the school to take action against any person—student or non-student—who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a school building.
- Uses force, violence, or threats in an attempt to prevent participation or to cause disruption in an authorized school assembly.
- Uses force, violence or threats in an attempt to prevent people from entering or leaving school property without authorization from an administrator.
- Disrupts classes while on school property or on public property that is within 500 feet of school property. Class disruption includes, but is not limited to, making

loud noises, trying to entice a student away from, or to prevent a student from attending a required class or activity, entering a classroom without authorization and disrupting the activity with profane language or any misconduct.

- Interferes with the transportation of students in school vehicles.

DRESS CODE POLICY

It is the philosophy of Trinity Basin Preparatory that the school is responsible for the total development of each student enrolled within its school. This total development includes the training of students in social and moral standards, ethical conduct, good manners, and good grooming as well as the teaching of academic subjects. With this philosophy in mind, the Board has approved the following dress code.

These guidelines apply to all students enrolled in Trinity Basin Preparatory. Sponsors of extra/co-curricular activities may, at their discretion, establish grooming guidelines for students involved in such activities that are more stringent.

A higher standard of dress encourages great respect for individual students and others. It will result in a higher standard of behavior. Our dress code guidelines listed below clearly indicate what appropriate school dress is for normal school days and designated spirit days. All students are expected to follow these guidelines at all times while on campus. The administration of Trinity Basin Preparatory reserves the right to interpret these policies during the school year.

Decisions regarding dress and grooming are administrative decisions and may be appealed to the Chief Academic Officer. The decision of the Chief Academic Officer is final.

A parent may request in writing an exception to the mandatory Dress Code Policy based on religious or cultural reasons, or due to a verified medical condition. Parents should direct such requests to the school principal.

Students out of uniform will be sent to the office. Parents or guardians will be called to bring an appropriate school uniform to the student. If dress code problems persist, appropriate disciplinary consequences will be applied.

Each campus office has information on where school uniforms may be purchased.

Trinity Basin Preparatory 2016-2017 Student Dress Code

The intent of Trinity Basin Preparatory's dress code is to prevent distractions in the educational environment so that students and staff may focus on academics. The expectation is that uniforms are clean, neat, and the right size. All accessories should be understated. Each campus office has information on where school uniforms may be purchased.

Exceptions to the dress code may only be granted by the Superintendent for a medical reason, a religious, cultural or deeply held philosophical belief, or any other basis protected by law.

Neutral color is defined as white, black, brown, tan, navy, and grey.

DRESS CODE FOR GIRLS

- Blue plaid skirt
 - Jumpers and skorts are permissible for Pre-K3 – 4th grade students
 - Navy blue knee socks or navy blue tights
 - Both knees socks and tights cannot be worn at the same time
 - Black *dress* shoes with heels no more than one inch high
 - Blue blouse with round collar – **OR** – blue oxford button-down dress shirt. A white, short-sleeve undershirt must be worn under the uniform shirt. Shirts should be long enough to remain tucked in when sitting or bending over and should remain tucked in at all times except during P.E. and recess.
 - Neutral colored shorts must be worn under skirts
 - Blue plaid criss-cross tie
- Optional:
- Solid navy blue zip or button cardigan sweater or sweater vest
 - Official TBP navy or grey fleece zip jacket with logo
 - Solid navy blue blazer or sport jacket
 - Jewelry
 - Hair accessories should be the uniform plaid, navy blue or white
 - Neutral-colored ponytail holders are acceptable.
 - 1 watch with silver, gold or neutral band
 - 1 pair pierced earrings - solid stud type (gold, silver, or gemstone - no larger than ●) to be worn only in ear lobes
 - 1 small ring per hand
 - Necklaces must be tucked inside shirt

Cold Weather Accommodations for Girls (allowable at Principal's discretion)

- Medium grey or charcoal pants (French Toast or Dickies with **no tag**); no Cargo or Carpenter pants
- School sweatshirts may be worn over school uniform; any jacket or sweatshirt with a hood is not acceptable in the classroom

DRESS CODE FOR BOYS

- Medium grey or charcoal pants (French Toast or Dickies with **no tag**); no Cargo or Carpenter pants
 - Blue oxford dress shirt with button down collar. A white, short-sleeve undershirt must be worn under the uniform shirt. Shirt should be long enough to remain tucked in when sitting or bending over and should remain tucked in at all times except during P.E. and recess
 - Blue plaid 4-in-hand tie
 - Black *dress* belt with standard prong
 - Black or navy blue crew length dress socks
 - Black dress shoes with a rubber sole; boots, chukkas, and athletic shoes are **not** considered dress shoes
- Optional:
- Solid navy blue zip or button cardigan sweater or sweater vest
 - Official TBP navy or grey fleece zip jacket with logo
 - Solid navy blue blazer or sport jacket
 - Jewelry
 - 1 small ring per hand
 - 1 watch with silver, gold or neutral band
 - Necklaces must be tucked inside the shirt

Cold Weather Accommodations for Boys (allowable at Principal's discretion)

- School sweatshirts may be worn over school uniform; any jacket or sweatshirt with a hood is not acceptable in the classroom

NOT ACCEPTABLE FOR DRESS CODE

- Sagging or low-rise pants
- Undergarments should not be visible
- No visible tattoos
- No excessive make-up (principal discretion)
- Visible colors or lettering on undershirts; undershirts other than white
- Body piercing; earrings on boys
- Bandanas of any kind
- Nail polish or artificial fingernails
- Athletic shoes (except during P.E. and recess)
- Large or distracting belt buckles
- Bracelets of any kind
- Head coverings of any kind
- Altered hair color (including highlights); distracting hairstyles including but not limited to faux hawks, designs shaved in hair, excessive spikes, etc.; distracting or large hair accessories are also not acceptable
- Uniform pieces that are too small, dirty, torn, contain non-factory markings or are otherwise altered
- No modifications can be made to any part of the uniform, including, but not limited to: monograms, embroidery, symbols, etc.
- Beards, mustaches, or goatees

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## **SPIRIT DAY DRESS CODE**

Each campus principal may designate certain days to be Spirit Days. On principal designated Spirit Days, students may choose from one of the following three options.

Option 1 Students may wear their full uniform and follow the regular dress code

Option 2 Students may wear a Titans t-shirt or uniform shirt and tie with blue jeans

- Blue jeans must be solid blue with no holes or colored thread, may not be too tight or too small, and may not be baggy
- No skinny jeans may be worn
- Students may wear tennis shoes or the uniform dress shoes; tennis shoes must be mostly black, white or grey (including the sole) with black or white laces; tennis shoes may not have characters on them such as Dora or Spider Man or light up
- Students must wear a solid black belt with their jeans
- The Titans t-shirt or uniform shirt must be tucked in to their jeans
- A solid white, navy, or grey long sleeve t-shirt may be worn under the Titans t-shirt
- Only solid navy blue, black or white socks may be worn; socks may be crew or ankle

Option 3 Girls may wear a Titans t-shirt tucked in to their uniform skirt

- Girls must wear uniform socks and shoes
- Girls are not required to wear a tie

Boys may wear a Titans t-shirt tucked in to their uniform pants

- Boys must wear uniform socks and shoes
- Boys must wear a black belt
- Boys are not required to wear a tie

For boys and girls, a solid white, navy, or grey long sleeve t-shirt may be worn under the Titans t-shirt.

Students must follow the regular dress code regarding accessories and prohibited items regardless of the option chosen.

## HALF DAY COLLEGE DRESS CODE

Early release days are designated as College Days. On College Days, students may choose from one of the following three options.

- Option 1 Students may wear their full uniform and follow the regular dress code
- Option 2 Students may wear a shirt from any college, any approved Titan spirit shirt or uniform shirt and tie with blue jeans.
- If choosing to wear a jersey with no sleeves, a long- or short-sleeved t-shirt must be worn underneath.
  - Blue jeans must be solid blue with no holes or colored thread, may not be too tight or too small, and may not be baggy
  - No skinny jeans may be worn
  - Students may wear tennis shoes or the uniform dress shoes; tennis shoes must be mostly black, white or grey (including the sole) with black or white laces; tennis shoes may not have characters on them such as Dora or Spider Man or light up
  - Students must wear a solid black belt with their jeans
  - The college or Titans t-shirt or uniform shirt must be tucked in to their jeans
  - Only solid navy blue, black or white socks may be worn; socks may be crew or ankle
- Option 3 Girls may wear a shirt from any college or any approved Titan spirit shirt tucked in to their uniform skirt
- Girls must wear uniform socks and shoes
  - Girls are not required to wear a tie

Boys may wear a shirt from any college or any approved Titans spirit shirt tucked in to their uniform pants

- Boys must wear uniform socks and shoes
- Boys must wear a black belt
- Boys are not required to wear a tie

For boys and girls, a solid white, navy, or grey long sleeve t-shirt may be worn under the college shirt or Titan spirit shirt. If choosing to wear a jersey with no sleeves, a long- or short-sleeved t-shirt must be worn underneath.

Students must follow the regular dress code regarding accessories and prohibited items regardless of the option chosen.

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The administration of Trinity Basin Preparatory reserves the right to interpret these policies during the school year, as amended by the Board.

Printed Student Name

Student's Signature

Parent's Signature

BULLYING

Bullying will not be tolerated at Trinity Basin Preparatory. All complaints of bullying will be investigated and responded to in accordance with Trinity Basin Preparatory's board approved Anti-Bullying Policy and all applicable State and Federal laws. The Anti-Bullying Policy is attached to this handbook as Appendix 2 and is posted on the school's website.

PROHIBITED ITEMS

Trinity Basin Preparatory will continue to use contraband detecting canines. Personal belongings of students taken into the classroom shall be subject to inspections. Ammunition, any type of knives, tobacco products, chemical dispensing devices (even a small chemical dispenser sold commercially for personal protection), alcohol and illegal narcotic substances confiscated will not be returned. Possession of firearms on school property is an expellable offense by state law. Confiscated prohibited items will not be returned to the parent. Prohibited items may be turned over to law enforcement officials.

DRUG-FREE SCHOOL ZONE

Texas Health and Safety Code 481.134 provides that certain drug-related crimes are subject to more severe criminal penalties if they occur in, on, or within 1,000 feet of premises owned, rented, or leased by a private or public elementary or secondary school including on a school bus. In addition to referring a student who commits a drug-related crime for criminal prosecution, the school will consider such acts to be school-related misconduct and may discipline the student for the misconduct in accordance with the provisions of the Student Handbook and the Student Code of Conduct.

GRIEVANCES BY STUDENTS/PARENTS

Usually student or parent concerns can be addressed simply by a phone call or a conference with the teacher. For those concerns that cannot be handled so easily, a parent or student should first discuss the complaint with the campus Principal. If unresolved, a written complaint and a request for a conference should be completed and submitted to the Chief Academic Officer at central administration.

INTERROGATIONS AND SEARCHES

Searches and interrogations of the student and their property may be conducted based on a reasonable suspicion of the presence of an item violating the Student Code of Conduct, or criminal laws, and that the search could reasonably be expected to produce evidence of that violation. School administrators may search a student or a student's property upon reasonable suspicion.

Searches of students' outer clothing, pockets, and shoes may be conducted if reasonable suspicion exists. Campus and district administrators have the authority to question students regarding their conduct or the conduct of others.

Reasonable suspicion for search exists if there is reasonable suspicion that the student is currently possessing, ingesting, or under the influence of alcohol or other controlled substances. The following are a few, but not all of the examples of circumstances supporting reasonable suspicion:

1. Smell of alcohol on breath
2. Present inability to communicate
3. Dilated pupils
4. Odor of marijuana
5. Habitually sleeping in class
6. Bloodshot eyes
7. Canine alert on one's locker, books, backpacks, bags, etc.
8. Information from any person, including students and school employees

NON-CPS LAW ENFORCEMENT AGENCIES

QUESTIONING OF STUDENTS

When law enforcement officers wish to question or interview a student at school:

1. The Principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
2. The Principal will make reasonable efforts to notify the parents.
3. The law enforcement officer will not be permitted to question the student without the parent present or without written consent from the student's parent or guardian.

It is the responsibility of a law enforcement officer, who wishes to question or interview a student at school, to contact that student's parent or guardian in order to obtain advanced consent. For this purpose, school personnel will provide, when permitted, the telephone number of a student's parent or guardian to a requesting law enforcement officer.

STUDENTS TAKEN INTO CUSTODY

State law requires the school to permit a student to be taken into legal custody by a law enforcement officer:

1. To comply with an order of a juvenile court.
2. To comply with the laws of arrest.
3. By a law enforcement or probation officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision (i.e. conduct that happened at school).
4. To comply with a valid court order or warrant to take a student into custody.

Before a student is released to a law enforcement officer, the Principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. Because the Principal does not have the authority to prevent or delay a custody action, parent notification will most likely be after the fact.

NOTIFICATION OF LAW VIOLATIONS

The school is also required by state law to immediately notify all instructional and support personnel who have responsibility for supervising a student who has been arrested, convicted, received deferred prosecution, received deferred adjudication, received an adjudication of delinquent conduct, or has been referred to the juvenile court for any felony offense or for certain misdemeanors. All school personnel shall keep this information confidential.

VANDALISM

Pursuant to Texas law, a parent or other person who has the duty of control and reasonable discipline of a child is liable for any property damage caused by:

1. the negligent conduct of the child if the conduct is reasonably attributable to the negligent failure of the parent or other person to exercise that duty; or
2. the willful and malicious conduct of a child who is at least 10 years of age but under 18 years of age.

Students and their parents will be held financially responsible for willful destruction or damage to school property. Financial reimbursement to the school does not exempt the student from punishment or criminal prosecution.

SECTION 2: ATTENDANCE / TRUANCY
COMPULSORY SCHOOL ATTENDANCE LAWS

To All Parents/Guardians of Trinity Basin Preparatory:

School districts are required to provide parents with information regarding Compulsory School Attendance Laws. This information also serves as the official required WARNING NOTICE for parents and/or students who might have non-compliance attendance related issues.

In Texas, students who are at least six years of age by September 1 and have not yet reached their eighteenth birthday are required to attend school unless otherwise exempted by law. In addition, any Pre-K or Kindergarten students enrolled in school are subject to the same attendance laws as all other students.

Students are required to attend each school day for the entire period the program of instruction is provided. By law, school employees are required to investigate and report violations of the state compulsory attendance law.

School attendance officers are required by law to refer to a truancy court any truant pupil with voluntary absences from school of ten or more days or parts of days within a six-month period.

The student's parent or legal guardian is subject to prosecution under Texas Education Code 25.093 and the student is subject to referral to a truancy court for truant conduct under Texas Family Code 65.003(a).

The school will notify the student's parent if the student has been absent from school, without excuse, on three days or parts of days within a four-week period.

In order to receive credit in a class, students must be in attendance for at least 90 percent of the number of days the class is offered. All absences, including excused absences, unexcused absences, and suspensions, will be counted when determining if a student has been in attendance for 90 percent of the class. Students who are in attendance for fewer than 90 percent of the days the class is offered shall not be given credit for the class unless an attendance committee finds that the absence(s) are the result of extenuating circumstances. It is the responsibility of the student and parent to make an appeal to the attendance committee for the awarding of credit or promotion.

The attendance committee may consider the following extenuating circumstances for the purpose of granting credit for a class:

1. An absence based on personal sickness, sickness or death in the family, doctor's visit, weather or road conditions making travel dangerous, or any other unusual cause accepted by the CEO.
2. Days of suspension.

3. A migrant student's late enrollment or early withdrawal.

When returning to school after an absence, a student must bring a note to the office regarding the absence. Notes from a doctor, other medical provider, or a court will make the absence excused for truancy purposes. Notes signed by the parent that describe the reason for the absence will make the absence unexcused for truancy purposes, **but are still required and will be considered when determining whether to file truancy.** Even though parent notes do not excuse an absence, they are an important communication tool to let the school know that the parent was aware of the absence. If the note is forgotten the student will have two school days after they return from an absence to bring a note.

The school may verify the authenticity of all notes from doctors or other medical providers.

The following codes are used by the school to document absences:

W and A – student is absent, but no written note is received to explain the absence

E – absence is excused; a doctor's note was received to justify the absence

U – absence is unexcused; a written note from a parent was received to explain the absence

The code "M" will be used when a student attends a medical appointment and school on the same day. In this case, the student will be considered present. An absence will only be changed to an "M" after a note from a medical provider has been received.

Students who become ill during the school day will be referred to the school's nurse or clinic aide or the office of the building administrator. Please note that even when a student is sent home sick or is signed out by a parent or guardian, a note with the parent's signature is required. Notes signed by the student, even with the parent's permission, will be considered forged and the student will be disciplined.

Students that have to be absent from school for a doctor's appointment must have documentation of the appointment.

Students must be signed in or out at the office when leaving or arriving at the campus any time after classes have begun. A parent must sign the student in or out.

Students who are absent from school for any reason will not be allowed to participate in school-related activities on that day or evening without approval from the Principal.

Students who are absent from school or from any class without permission will be considered truant and will be subject to disciplinary action.

A student absent from school for five (5) consecutive school days, without excuse, may be administratively withdrawn from school.

TARDY POLICY

At Trinity Basin Preparatory, we are sincerely focused on the academic success of our students. To reach this goal, school attendance is essential. An integral part of school attendance is promptness. Regular and timely attendance will assure that each student's education will be uninterrupted and will help to ensure they have a successful and positive academic experience. Any student not in their classroom at the beginning of the school day will be required to sign in at the office and receive a tardy pass in order to be admitted to class. **Parents must come inside the building and sign the student in with front office personnel for each tardy.**

The following progressive consequences will occur when students are tardy.

First and second tardy: Student and parent are given a verbal warning when signing in at the office.

Third tardy: A form letter will be sent home to parents signed by the principal. The letter must be signed by the parent/guardian and returned to campus. A parent/campus administrator conference will be held.

Fourth tardy: A parent/principal conference will be held during which the principal shall explain that the student's tardies are becoming repetitive "Type A" behavior and the student will be referred to the attendance committee to determine the appropriate action.

Subsequent tardies: The attendance committee will determine the consequences for all subsequent tardies.

****Important Note****

Tardies will "reset" each six weeks. However, consequences may be accelerated for chronic, repeat offenders. For example, if a student reaches 3 or more tardies in a six-week period a parent/campus administrator conference will occur in addition to disciplinary actions determined by the attendance committee.

EARLY DISMISSAL

Early dismissals also affect student performance and achievement. Therefore, students with excessive early dismissals will be referred to the attendance committee to determine appropriate actions to ensure student success.

SECTION 3: ACADEMICS

GRADING

Trinity Basin Preparatory is committed to creating an environment where quality assessment and evaluation will occur to communicate and improve student learning. Assessment tools are designed to accurately assess students' mastery of the Texas Essential Knowledge and Skills (TEKS). Formative and summative assessments are important to facilitate student learning.

Formative assessment (Assessment FOR Learning) occurs during the state of learning in which students are "forming" their understanding of the concepts being taught. Examples of formative assessment include, but are not limited to, class discussion, daily practice, independent practice, homework, teacher observation, and checkpoints.

Summative assessment (Assessment OF Learning) occurs at a point in the learning where the teacher is assessing and evaluating mastery of the concepts being taught. Examples of summative assessment include, but are not limited to, quizzes and/or tests, projects, presentations, and reports.

The school year is divided into two semesters of three (3) six-week periods each.

Grades 1 through 8

Every six weeks, the school will send home report cards to notify parents of students' grades in each class or subject. Except for the end of the first three weeks of school, progress reports for every student will be sent home at the end of the first three weeks of each six-week grading cycle.

The minimum passing grade for all classes in the first through eighth grades is 70. Maintenance of a grade of 70 or the equivalent is required for promotion or course credit or for participation in school sponsored extracurricular activities. Individual class assignment grades will reflect the actual grade made on the assignment.

A teacher shall reteach and retest a targeted group of students when 40% or more of that class has failed a summative assessment. The maximum grade assigned for any re-assessment is 80%. The teacher shall record the higher of the two grades earned for those students being retested. Reassessment should occur within one week of the original assessment. When less than 40% of a class has failed an assessment, a teacher shall reteach and retest individual students who have failed the assessment. The students will earn the higher of the two grades.

Pre-Kindergarten and Kindergarten

Pre-Kindergarten and Kindergarten students will receive a standards-based report card every six weeks. A student's level of mastery of specific skills and standards will be reflected through the

use of the following grading system: 4 (Mastery of the standard), 3 (Meets standard with minimal assistance), 2 (Approaches the standard), 1 (Does not meet standard).

PROMOTION

Promotion to the next grade level shall be based on an overall average of 70% on a scale of 100% based on course-level, grade-level standards for all subject areas. In some circumstances, a combination of classroom grades and standardized test scores could result in retention. The Grade Placement Committee will meet with parents if retention is being considered.

HOMEWORK POLICY

Parents are expected to work in partnership with their child's teacher to ensure that all assignments are turned in on time and reflect the **child's** best effort. Parents should carefully review the Student/Teacher/Parent Compact that is sent out the first week of school.

Homework is an important aspect of the learning process. Among other benefits, homework:

- helps the student develop positive study skills and habits;
- teaches the student to work independently and take responsibility for his/her work;
- allows the student to review and practice what was covered in class, making it applicable and engaging as well as exploring the subject more fully;
- integrates learning by applying many different skills to a single task through project-based instruction; and
- allows parent involvement because the student communicates to the parent about what they are learning. This interaction can enhance the student's enthusiasm.

Your child will be given homework assignments on a weekly basis. In addition, students are expected to complete any class work which was not finished in class due to a lack of effort on the student's part. The homework guidelines are as follows:

Each student is responsible for completing assignments and turning them in on time. If a student fails to turn in an assignment, the student may stay after school the following day, after parents have been notified, until the assignment is complete. Assignments turned in one day late will receive a maximum grade of 85%. Assignments turned in two days late will receive a maximum grade of 70%.

Each student in grades 2 through 8 will be issued a planner. These daily planners are used for students to record homework assignments and special reminders. In addition, teachers may write important notes for parents in the planner. Parents are expected to check their child's planner each night. Students are expected to bring their planners to school each day. If this planner is lost, a fee will be assessed for a new one.

Students in grades Pre-K through 1st will have a take-home folder that will contain their homework.

Homework is instrumental to a student's progress. Below are some suggestions for ways you can help your student:

- Make homework rules together with your student. Decide when and where the homework will be completed. Set consequences if the homework is not completed.
- Provide a quiet place for your student to do homework, such as a desk or the kitchen table.
- Make sure there is sufficient light and that distractions are limited.
- Give your student a healthy snack before he/she begins homework.
- Do the homework in increments of 20 minutes, then take a 5-minute break.
- Encourage your student to work independently. Assist as needed.
- Give your student positive words of encouragement, such as "I am proud of you" or "I knew you could do this all by yourself!"
- Know the day your child's homework is due each week and check to make sure the homework has been completed and is returned to school on the due date

If a student persistently turns homework in late or fails to complete homework assignments, the student's parents will be required to have a conference with a campus administrator. Failure to turn in homework on time is considered a behavioral versus an academic issue. In accordance with the Student Code of Conduct, students are required to come to class prepared each day. Failure to turn in homework, without extreme extenuating circumstances, is considered a violation of this requirement and will result in disciplinary action. Please feel free to contact your child's classroom teacher if you have any questions about our homework policy or specific homework assignments.

MAKE-UP WORK

All students shall be allowed to make-up work when they are absent from class. They shall have a time equal to the number of days absent from class to complete all missed assignments. Under extenuating circumstances such as long-term illness or family emergencies, teachers may choose to give students more than one day for each day missed to make-up assignments. In situations where the assignments were given before the student was absent, a shorter time frame may be required at the teacher's discretion.

Tutoring time may be used to administer a make-up test or quiz to prevent the student from missing additional class time.

TESTING

The Texas Education Agency requires that the State of Texas Assessments of Academic Readiness (STAAR) test be administered to all eligible students in third through eighth grades. The test is designed to assess mastery of the state curriculum.

Parents will be notified of all STAAR and benchmark test dates as they approach. Examples of additional assessments given to students annually are: DIBELS, DRA, SRI, Fitnessgram, Texas English Language Proficiency Assessment System, and district benchmarks.

TUTORING

Teachers will provide tutoring in core subject areas before or after school on a regular schedule. Students who are invited to tutoring will receive information regarding dates and times and must return a signed parental permission slip before tutoring will begin. Any student who has not been invited to tutoring or who has not returned a permission slip will not be permitted to stay on campus later than the regular scheduled pick-up time.

The school will notify parents of students who are invited to tutoring of the specific days and times that tutoring will occur.

Parents should pick up their children promptly at the conclusion of tutoring. If a parent is more than 10 minutes late picking up their child, the teacher will begin calling all phone numbers on file for that parent including home, cell, work, and emergency contact numbers. If the parent or any other contact cannot be reached within 20 minutes, the school will contact law enforcement authorities. If the parent has an emergency that causes them to be late to pick up their child, they must contact the school as soon as possible regarding the emergency.

Parents who are more than 10 minutes late two times in one semester will be required to have a conference with the Principal, or their designee, in order for their child to remain in tutoring.

TEXTBOOKS

Textbooks are issued by the school. Students are expected to take care of textbooks so that they are kept clean and in good condition at all times. If a textbook is lost or damaged, the student will be charged a fee to replace the book. Individual campuses or teachers may have additional guidelines for care of textbooks.

PARENT CONFERENCES

Parents are required to attend two mandatory conferences per year. Additional conferences may be required:

1. If the student is not maintaining passing grades or achieving the expected level of performance;
2. If the student presents any other problem to the teacher;
3. In any other case the teacher considers necessary; or
4. If the student is missing assignments.

The administration encourages a student or parent who wants information or wants to raise a question or concern to confer with the appropriate teacher or Principal. **A parent who wishes to confer with a teacher may call the office and leave a message for the teacher.** Teachers will

return phone calls during their conference period or at the end of the day and will schedule the conference at a mutually convenient time.

EXTRACURRICULAR ACTIVITIES

Students shall be permitted to participate in extracurricular activities, subject to the following restrictions:

1. A student participating in an extracurricular activity will be suspended from participation after a grading period in which the student received a grade lower than a 70 on a scale of 100 in any academic class. This suspension continues for three weeks. The grades will be subsequently reviewed at the end of each three-week period. The suspension will be removed if the student's grade in every class is equal to or greater than 70 at the end of the next three-week period.
2. Students shall be limited to no more than ten activity related absences per year per class in order to participate in school related or school-sanctioned activities on or off campus.
3. An ineligible student may practice or rehearse at the discretion of the principal.
4. A student who misses a class because of participation in an activity that has not been approved will be considered absent.
5. Participation in extracurricular activities may be suspended by the campus administrator for violations of the school's Student Code of Conduct.
6. Students must participate in required tutoring sessions even when they conflict with extracurricular activities.

Students who participate in school related athletics must have a physical prior to beginning practice with the team.

Sponsors of student clubs and performing groups may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

SECTION 4: CAMPUS PROCEDURES

STUDENT ARRIVAL AND DISMISSAL

We are committed to keeping our students safe. Therefore, we need cooperation from all involved in the arrival and dismissal process. Parents, friends and relatives are expected to act courteously and respectfully when on school property. Each campus has specific procedures in place for student arrival and dismissal, and each student and parent is expected to be familiar with them and abide by them at all times. Below are general guidelines that apply to all campuses.

- If a parent is picking up a student to walk them home, they must go to the designated area.
- Only designated areas are to be used to pick up and drop off students.
- Parents and students must obey all traffic ordinances and codes as they relate to vehicles and pedestrians.
- If a student must be picked up from school early, they must be picked up at least 30 minutes before the end of the school day. Students will not be released to parents, guardians, or anyone else authorized to pick up the student during the last 30 minutes of the school day.
- Students in 5th grade and above may leave campus alone as a walker. Students in 4th grade and below may only leave as a walker when picked up by someone with permission to pick up the student. Students in 4th grade and below may walk home with an older sibling. Campus administration may alter this in order to best meet the needs of individual students and to ensure the safety of all students.
- All students remaining on campus at the end of dismissal will be escorted to the office in order to contact their parents. If a student is waiting in the office, the parent will need to park, come to the office, and sign out their student(s).
- Parents who consistently pick their students up late will be subject to consequences assigned by the campus administrator.
- Anyone picking up a student must be on file as having permission to pick up the student. Parents and guardians must complete a Contact Information Update Form in order to grant permission for additional people to pick up their child. It is the responsibility of parents to ensure that this list is accurate and updated.
- Anyone that is picking up a student from the office, either for early release or at the end of the regular dismissal time, must have a government issued photo ID to present to the front office staff or have the school issued dismissal card in order to sign the student out.

- Students may not be signed out by anyone under the age of 16.

BAD WEATHER/EMERGENCY SCHOOL CLOSING

In the event of bad weather, tune to local TV station NBC5 (Channel 5) for announcements related to school closings. The school will also use the automated phone system and the school's website to notify parents of school closings.

CHANGE OF CONTACT INFORMATION

For the safety of our students, it is important that the school always have accurate contact information for each student's parents and other adults who are designated as emergency contacts and have permission to pick up the student from school. As soon as a student's, parent's or emergency contact's address and/or phone number has changed, parents should provide updated information to the school. Parents will be required to complete a Contact Information Update Form and return it to the school office in order for this information to be updated. These forms are always available in the school's office.

CAFETERIA SERVICES

The school participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. To receive free or reduced-price meals, a parent or guardian must complete and return a Multi-Child Free and Reduced Price School Meals Application for 2016-2017. All children from the same household attending any Trinity Basin Preparatory campus should be included on one application, regardless of the child's last name.

Parents have the right to refuse to complete an application. Students who do not submit an application or do not qualify for free or reduced-price meals may bring their own meals or purchase meals at full price.

Students will not receive free or reduced meals until their application has been returned to and approved by the school's meal program administrator, therefore parents or guardians should return applications as soon as possible. The meal program administrator has 10 days from receipt to review the application and determine a household's eligibility. If a parent or guardian has not been notified of eligibility within 10 days, they should contact Julia Gomez, Child Nutrition Coordinator, at 214-946-9100.

All students must pre-pay for their meals. Breakfast will be provided free of charge for all students. Full price for lunch is \$2.70 and reduced price for lunch is \$0.40. Parents or guardians are requested to pre-pay at least one week of meals by cash or check.

Payments may be made by parents or students to the school's nutrition staff or at another designated area from the beginning of breakfast until 9:00 a.m. Payments may be made for any student at any campus. Receipts will be provided for all meal payments. Parents are encouraged to make payments for younger children. If a younger student is making a payment, parents should put the money in a Ziploc bag with the child's name and grade.

When a student's balance falls below \$5.00, the parent or guardian will receive a call notifying them of the balance. Low balance calls will be made twice a week. Twice a week, calls will be made notifying parents or guardians of accounts with a negative balance. Students with a negative balance of \$7.00 or more will receive an incomplete meal.

The cafeteria includes a hot lunch line. Menus are posted each month on the school's website. The school cafeteria is operated for the convenience and health of the students. Our menus meet the recommended dietary guidelines of the National School Lunch and Breakfast Program and are designed to reflect the students' diverse tastes. Students are encouraged to try all food on their plate, but will not be required to eat it all. If a student has a food allergy, the parent should notify the school nurse or clinic aide and the school's Vice Principal.

All students are required to eat in the cafeteria or designated area whether they buy or bring their lunch. If a parent/guardian desires to prepare his or her student's meals at home, please note that glass containers and knives are prohibited for safety reasons. The microwave is not allowed to be used for student lunches or by parents.

All food purchased from the cafeteria must be consumed in the cafeteria. Food purchased in the cafeteria may not be taken out of the cafeteria to be eaten at a later time.

Parents may eat lunch with the child only on days designated by the campus. Parents may not eat off their child's plate. Parents may either purchase a meal at the school or bring in an outside meal to eat. No one other than the student who purchased the meal may eat the cafeteria meal. Parents may only bring lunch for their own child.

If a student forgets their lunch at home, parents must drop off the lunch at the school's office before 10 am. Excessive lunch drop offs for a student will result in a conference with the principal.

The school encourages students to adopt healthy eating behaviors. To support that goal, parents should not bring fast food meals for their child's lunch.

All school rules are to be followed in the cafeteria. Failure to follow school rules will result in disciplinary action.

- Stay in line and wait your turn.
- Cooperate with the teacher on duty.
- Speak quietly. A quiet voice shows poise as well as consideration for others.
- Before you leave:
 - Clean your table
 - Leave the floor clean
 - Put cartons and napkins in the trash can

The cafeteria is not only a place to enjoy the company of friends, but to practice good table manners, and to engage in quiet talking and good behavior. All students must remain in the

cafeteria for the duration of their lunch period unless given express permission to leave the cafeteria by an authorized school employee. In keeping with the safe school campus, students throwing or tossing any food or other items in the cafeteria will be subject to disciplinary action.

Questions regarding meal applications or any other aspect of the meal program should be directed to Julia Gomez, Child Nutrition Coordinator, at 214-946-9100.

CLOSED CAMPUS

Students attending Trinity Basin Preparatory shall not leave campus during lunch or at any other time during the regular school day. The Principal shall consider special circumstances on an individual basis and only after having received prior written communication from a student's parent(s). Students leaving campus without administrative approval shall be subject to disciplinary action.

CLUBS AND ORGANIZATIONS

Student clubs and organizations may establish rules of conduct and consequences for misbehavior that are stricter than those for students in general. A club violation is also a violation of school rules and the consequences specified by the school shall apply in addition to any consequences specified by the organization. In addition, participation in student clubs and organizations may be suspended by the campus administrator for violations of the Student Code of Conduct. Regarding matters of disciplinary action, the administration reserves the right to make the final decision.

TECHNOLOGY RESOURCES

Computer Resources and Network Services Acceptable Use Guidelines

Access to technology resources is available to students at Trinity Basin Preparatory. These services are a vital asset for accessing vast, diverse, and unique resources. Our goal in providing these resources is to promote educational excellence at Trinity Basin Preparatory.

Students must abide by the following guidelines when using school technology resources.

A. General Use

- The use of school technology must be in support of education and research and be consistent with the educational objectives of Trinity Basin Preparatory.
- Student credentials may not be given to any other individual and students may not attempt to use anyone else's account.
- Students are prohibited from changing any computer settings and/or configurations.
- Students may not install any software, including but not limited to commercial software, shareware, freeware, original software and/or utilities onto school computers or networks.

- Students may not upload any material to any Trinity Basin Preparatory technology device.
- Students are not allowed to open computer cases (CPUs) or make modifications to computers.
- Students are prohibited from using any resource for personal use.
- Students are prohibited from using any resource for illegal use, including hacking or cyberbullying.

B. Internet/Electronic Communications Use

- Students are expected to understand that electronic communications are not private. Network administrators may review all activity to or from the Trinity Basin Preparatory network to verify appropriate use.
- Students must use network etiquette by communicating politely with appropriate language. Abusive messages to others, swearing, and use of vulgarities and other inappropriate language are not permitted.
- Students may not reveal personal information, except with a teacher's permission or to request college information.
- Students may not reveal names, personal addresses and/or phone numbers of others.
- If a student identifies or has knowledge of a security problem on the network, the student must notify the teacher immediately. The security problem should not be shown or demonstrated to other students.
- Students are to visit only district approved internet sites that are appropriate for students and support school learning objectives.
- Students are to notify their teacher immediately if they should encounter any material or electronic communication that is inappropriate, including obscene material, child pornography, pornographic material, material that is harmful to minors or bomb threats. The inappropriate material should not be shown to other students.
- Students must not respond to any electronic messages that are inappropriate and should notify their teacher immediately upon receipt.
- Students are prohibited from impersonating other individuals by any means, including but not limited to, falsifying email, electronic accounts such as on a social networking site, and logging in as another user.
- Students are prohibited from transmitting and/or displaying obscene messages or pictures (pornography).
- Students may not download or install any programs.

C. Computer Ethics

- Students are expected to observe copyright law in their use of electronic media.
- Transmission of any material in violation of any U. S. or state law is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene

material, or material protected by trade secret. Illegal activities are strictly prohibited.

- Use of school technology for commercial activities is not acceptable.
- Use of school technology for product advertisement or political lobbying is also prohibited.
- Students may not use the network in such a way that would disrupt the use of the network by other users (e.g. uploading and/or downloading huge files using peak usage times; sending frivolous mass e-mails, such as chain letters; annoying other users electronically).
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, the Trinity Basin Preparatory network, or other networks that are connected to the Trinity Basin Preparatory services. This includes, but is not limited to, the uploading or creation of computer viruses.

D. Consequences

Violation of the Computer Resources and Network Services Acceptable Use Guidelines may result in disciplinary action, up to and including:

- Loss of computer privileges for any length of time, up to the remainder of the school year, as determined by the campus administrator.
- Detentions
- Suspension
- Expulsion
- Financial responsibility for all costs associated with system restoration including labor, hardware or software repair/replacement, and restoring the integrity of data.
- Criminal charges

The district's Internet Safety policy is posted on the district website.

COUNSELING SERVICES

The primary goal of Trinity Basin Preparatory is to help all students reach their highest potential academically. This is best achieved when students are socially and emotionally balanced. To this end, the district employs the most qualified teachers and staff, including district counselors to focus on curriculum and programs to aid in the healthy development of each student.

The counselor is prepared to help students reach these goals in several ways. Age-appropriate classroom guidance lessons are held with whole classes on a variety of topics, such as:

- Bullying
- Drugs and alcohol
- Character education (responsibility, trustworthiness, respect, etc.)

At times, groups are formed to focus on specific interpersonal skills. These might include:

- cultivating methods to deal with emotions such as anger;
- learning and developing social skills;
- controlling impulses; and
- resolving conflict in positive ways.

Often, the development of these skills and the discussion of these topics can help children achieve a balance in their lives, thereby becoming better students. The counselor may offer individual, group, or class sessions to help students achieve success. If the counselor believes that a student would benefit from repeated sessions, the counselor will notify the student's parent or guardian and get written permission to have these sessions. Students may be referred to counselors and/or programs outside of the school for additional support. Such referrals will occur when students need specific and individualized help to deal with ongoing or crisis situations.

Parents who have questions or concerns about the school's counseling services or would like their child to meet with the counselor should contact the school.

DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES CHILD PROTECTIVE SERVICES WORKERS

When CPS workers wish to talk to a student, campus administration will cooperate fully as provided by law. The Principal will verify the CPS worker's identity and then make all accommodations requested by the CPS worker, including a private location to interview the student and if necessary consent to transport the student off campus. Pursuant to Texas Family Code §261.302, before a CPS worker may transport a child, they shall attempt to notify the parent or other person having custody of the child of the transport.

DISTRIBUTION OF MATERIALS/DOCUMENTS

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher, the Principal, the Chief Academic Officer and/or CEO.

Any material over which the administration does not exercise editorial control, including but not limited to written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the Principal in accordance with campus regulations.

All such material shall be submitted to the Principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it should be considered denied. Denials may be appealed by submitting the material to the Chief Academic Officer. Material not approved by the Chief Academic Officer within three days is also considered denied.

FEES

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies and may be required to pay certain fees or deposits, including:

1. Club dues.
2. Security deposits.
3. The materials for a class project the student will keep.
4. Personal physical education apparel.
5. Voluntary purchases of pictures, publications, etc.
6. Student accident insurance.
7. Instrument rental.
8. To replace or repair lost or damaged school-owned equipment.
9. To replace or repair lost or damaged library books.

FUNDRAISING

Fundraising activities for school-sponsored projects may be allowed, with prior administrative approval and under supervision of the project sponsor. All fundraising projects must be approved by the Chief Academic Officer and CEO. Student participation in approved fundraising activities shall not interfere with the regular instructional program.

LOST AND FOUND

A lost and found department is maintained in the office. Students losing personal property may inquire there. **Lost items not claimed by January and the end of school will be donated to a charitable organization.**

ELECTRONIC/ENTERTAINMENT DEVICES

The school prohibits the unauthorized use of telecommunication devices and video or photographic devices on campus, including in classrooms, restrooms, and cafeteria, on field trips, and at school activities. Teachers and campus administrators may authorize students to display, turn on, and use telecommunication devices for educational purposes. In accordance with the law, telecommunication devices shall be defined as those that emit audible signals or vibrations, display messages, or otherwise summon or deliver a communication to the possessor. Such devices include, but shall not be limited to, MP3 players, pagers, and cellular telephones. Pursuant to Texas law, telecommunication devices that are confiscated will be returned to the student's parent or legal guardian for a \$15 fee. Devices confiscated a second time will be returned to the student's parent or legal guardian after a parent conference and the payment of a \$15 fee. If a device is confiscated a third or subsequent time the offense will be considered repetitive behavior and the student will face disciplinary consequences including the payment of a \$15 fee and suspension.

TELEPHONE/MESSAGES

Students are not to use the school phone except by permission, and then only in cases of a legitimate need. Students are not to receive calls at the school. No messages will be taken for students unless it is from a parent or legal guardian. Classes will not be interrupted except in case of emergency.

VISITORS

Visitors of school age are not permitted to visit school during school hours or visit with students during school hours unless accompanied by an adult.

Parents and other visitors are welcome to visit the school. All visitors must first report to the school's office, show a government issued ID, sign in, and receive a visitor's badge to be worn while on campus. Visits to individual classrooms during instructional time shall be permitted only with the Principal's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

The Principal is authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any authorized person(s) engaging in unacceptable conduct to leave the school grounds.

VOLUNTEERS

Parents/guardians are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also be involved in monitoring the playground, assisting with school events, or serving as a chaperone on fieldtrips. In addition, parents/guardians are encouraged to contribute their time and talents to organize extra-curricular activities and community outreach projects.

All volunteers must complete a Volunteer Application and have a criminal background check. The check is valid for one academic school year. All background checks and applications must be completed and on file at the administration building before the event or field trip for which the parent is volunteering their participation. Volunteers must follow all policies and procedures defined by the administration, which reserves the right to relieve any volunteer of their responsibilities.

PTO

The PTO is an organization of TBP parents who promote volunteerism and conduct fundraisers to help fund special activities for students and teachers. PTO meetings will be advertised in correspondence from the school and/or through the automated telephone notification system.

SECTION 5: STUDENT HEALTH

BACTERIAL MENINGITIS

As required by TEC 38.0025, Trinity Basin Preparatory is providing notice to parents/guardians regarding bacterial meningitis:

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord---also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

- (1) *Strep pneumoniae* causes pneumococcal meningitis; there are over 80 subtypes that cause illness
- (2) *Neisseria meningitidis*—meningococcal meningitis; there are 5 subtypes that cause serious illness—A, B, C, Y, W-135

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms, but any of the following are possible. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness, joint pains, drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

What is the risk of getting bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is children 2 to 18 years old.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and

throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ **does not** cause meningitis in most people. Instead, most people become **carriers** of the germ for days, weeks or even months. Being a carrier helps to stimulate the body's natural defense system. The bacteria rarely overcomes the body's immune system and causes meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. Vaccines against pneumococcal disease are recommended both for young children and adults over 64. A vaccine against four meningococcal serogroups (A, C, Y, W-135) is available. These four groups cause the majority of meningococcal cases in the United States. This vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

What you should do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

How is bacterial meningitis diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

For more information

Your school nurse or clinic aide, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

CLINIC PROCEDURES

A student who becomes ill during school hours is to report to the teacher who will send the student to the school nurse or clinic aide. No student is allowed to go home without the parent or emergency contact being notified. Students are not permitted to call parents asking to go home; such calls are to be made by the school nurse, clinic aide or other school personnel. Students are not permitted to go to the school nurse or clinic aide without a pass issued by their teacher.

COMMUNICABLE DISEASES

Parents of students with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. Students with certain diseases will be excluded from school if the disease is contagious. These include: fever of 100 or greater, Common Cold with fever, Viral Gastroenteritis (vomiting), Head Lice, Pink Eye, Strep

Throat, Chickenpox, Diphtheria, Type A Viral Hepatitis, Impetigo, Influenza, Measles, German Measles (Rubella), Bacterial Meningitis, Viral Meningitis, Mumps, Polio, Ringworm of the scalp, Salmonellosis, Scabies, Shigellosis, Scarlet Fever, Tuberculosis, and Whooping Cough. The guidelines adopted by the commissioner of health should be used to determine the appropriate time for exclusion or re-entry into school. Students with AIDS/HIV infection shall be excluded when a medical advisor determines that open sores or skin eruptions, behavior, or lack of toilet training pose a risk to others, or cases of measles, rubella, or chickenpox are occurring in the school.

At a minimum, students must be symptom free for 24 hours before returning to school.

FEVER

Students with a fever will be excluded from school. Trinity Basin Preparatory considers a temperature of 100 or greater while not on medication to be a fever. If a school nurse or clinic aide measures a fever in a student, his or her parents will be called to pick up their child. The student must be fever free for 24 hours without fever-reducing medication before returning to school. The school nurse or clinic aide will recheck for fever once the student returns. Parents should send a note explaining the absence. As in any other case, a doctor's note is required to excuse the absence.

EMERGENCY MEDICAL TREATMENT

Parents shall complete an Emergency Contact Information form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary to remain current.

HEAD LICE

No student may remain in school with live lice and only may return to school after treatment with pediculicide. Students will be checked by the school nurse or clinic aide or designee before being allowed back into the classroom. Students will be readmitted to the classroom when no signs of live lice are present.

Entire classroom, grade level, or campus screenings will not be routine. However, they may be used in certain circumstances as determined by the campus administrator.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, Immunization Division, can be honored by the school.

The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse or clinic aide can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

A student who is not fully immunized and has not begun the required immunization may not attend school. However, a student may be admitted provisionally if the student has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

A homeless student may be admitted for 30 days pending initiation of vaccinations or receipt of vaccination documentation. A student who is a military dependent or any student transferring from another Texas school district may be enrolled for 30 days pending transfer of immunization records.

MEDICINE AT SCHOOL

Authorized school employees may administer prescription and nonprescription medication in accordance with legal requirements. No medication or treatment shall be administered by the school nurse, clinic aide or any other employee of the school without specific written authorization of that student's parent, nor shall the school nurse, clinic aide or any school employee monitor a student's use of a prescription or nonprescription drug without specific written authorization. All prescription and nonprescription medication must be in its original properly labeled container kept in the office, nurse or clinic aide's station.

A student may possess and self-administer asthma or anaphylaxis medicine on school property or at a school related event if:

1. the prescription medicine has been prescribed for that student as indicated by the prescription label on the medicine;
2. the student has demonstrated to the student's physician or other licensed health care provider the skill level necessary to self-administer the prescription medication, including the use of any device required to administer the medication;
3. the self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider;
4. the student's parent completes the school's written authorization for the student to self-administer the prescription medicine; and
5. the student's physician or licensed health care provider provides to the school a written statement that the student has asthma or anaphylaxis and is capable of

self-administering the prescription medicine, the name and purpose of the medicine, the prescribed dosage for the medicine, the circumstances under which the medicine may be available, and the period for which the medicine is prescribed.

The student's physician statement must be kept on file in the nurse or clinic aide's office of the campus the student attends.

PHYSICAL EXAMINATIONS

The school nurse or clinic aide conducts annual screenings that may include vision, auditory, and scoliosis. Parents will be made aware of any problems found during these examinations. The school will comply with all state requirements.

SECTION 6: NOTICES

NOTICE OF NON-DISCRIMINATION

Trinity Basin Preparatory does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

Trinity Basin Preparatory's CEO has been designated to coordinate compliance with these legal requirements.

Randy Shaffer, CEO
400 S. Zang Blvd., Suite 700
Dallas, Texas 75208

TEACHER QUALIFICATIONS

We are very proud of our teachers and educational aides. All of them hold a Texas teacher or educational aide certification and are "highly qualified" as defined by applicable Federal law. As a parent/guardian, you have the right to request information about your child's teacher(s). You may ask about their education and professional certification. Your child may also have an educational aide in his/her classroom. You also have the right to ask about their qualifications and training. Please contact your Principal if you have questions about this.

STUDENT RECORDS

A student's education records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the school until the student withdraws or graduates.

Regarding student records, the federal Family Educational Rights and Privacy Act and state law require that "directory information" on students be released by the School to anyone who requests it unless the parent or guardian objects in writing to the release of any or all of this information. To be in compliance with the No Child Left Behind Act of 2001, the school will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of students, unless the parent or guardian directs the school not to release this information without prior written consent.

NOTICE of PARENT and STUDENT RIGHTS
Family Educational Rights and Privacy Act, 20 U.S.C. Sec.1232g

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents – whether married, separated, or divorced – unless the school is given a copy of a court order terminating parental rights or the right to access a student’s educational records. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- School officials who have what federal law refers to as a “legitimate educational interest” in a student’s records.
- “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, administrators, and principals); school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

Releases to any other person or agency – such as a prospective employer or for a scholarship application – will occur only with parental or student permission as appropriate.

The Chief Legal and Operations Officer is the custodian of records.

Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the district shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records – such as teachers' personal notes on a student that are shared only with a substitute teacher do not have to be made available to the parents or students.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the Chief Legal and Operations Officer. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through a general complaint process.

The school may charge ten cents per page, payable in advance, for copies of student records. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Parents or eligible students have the right to file a complaint with the U. S. Department of Education if they believe the district is not in compliance with the law regarding student records.

SPECIAL EDUCATION

Child Find

All students with disabilities who are enrolled in the school, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located and evaluated. This is for the purpose of determining and providing any necessary special education services or related support.

Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a student is experiencing learning difficulties, the parent may contact the school Principal to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the school must decide if the evaluation is needed. If evaluation is

needed, the parent will be notified and asked to provide informed written consent for the evaluation. The school must complete the evaluation and the report within 45 school days of the date the school receives the written consent. The school must give a copy of the report to the parent.

If the school determines that the evaluation is not needed, the school will provide the parent with a written notice that explains why the student will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the school. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of The Rehabilitation Act of 1973 prohibits discrimination on the basis of disability. **To be considered protected under Section 504, a student must be disabled and must have a substantial limitation that impacts a major life function.**

No qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity.

Inquiries regarding services for students under Section 504 should be made to the campus Principal, Vice Principal or the Special Programs Coordinator-504/RtI. The Special Programs Coordinator-504/RtI will coordinate compliance with the non-discrimination requirements of Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973. The office of the Special Programs Coordinator-504/RtI is located at 855 E. Eighth Street, Dallas, Texas 75203, (214) 946-9100.

HOMELESS STUDENTS

As required by the McKinney-Vento Homeless Education Assistance Improvements Act, the school shall serve the educational needs of homeless children according to their best interests. Any parent or student who desires more information regarding services for homeless students may contact the school counselor.

PROTECTION OF STUDENT RIGHTS

Parents have the right to inspect any instructional material used as part of the educational curriculum.

Further, parents have the right to inspect a survey as part of a federally funded program. Notice will be sent home before such a survey is administered or distributed and parent consent will be requested if information regarding the following is part of the survey:

1. Political affiliation.
2. Mental and psychological problems potentially embarrassing to the student or family.
3. Sex behavior and attitudes.
4. Illegal, anti-social, self-incriminating, and demeaning behavior.
5. Critical appraisals of other individuals with whom the student or the student's family has close family relationships.
6. Legally recognized, privileged or analogous relationships, such as lawyers, physicians, and ministers.
7. Income, other than as required by law, to determine eligibility for participation in a program for receiving financial assistance under such program.

CHILD ABUSE

According to Chapter 261 of the Texas Family Code, any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a verbal report within 48 hours to the Child Protective Services division of the Texas Department of Protective and Regulatory Services (1-800-252-5400) or any local or state law enforcement agency.

SEXUAL ABUSE (CHILD)

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

A child who has experienced any physical or sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the district counselor or Principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

The following Web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://savn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>
http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml
http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml
<http://www.onewithcourage.org>

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services 1-800-252-5400 or on the Web at <http://www.txabusehotline.org>.

SEXUAL HARASSMENT

The school believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex and sexual harassment. The school considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously with respect of the other person's feelings, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct including requests for sexual favors that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the Principal or designee, or the CEO, who serves as the School's Title IX coordinator for the students.

A complaint alleging sexual harassment by another student, or sexual harassment or sexual abuse by a staff member, may be presented by a student and/or parent in a conference with the Principal or designee or with the Title IX coordinator. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible within five days of the request. The Principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be complete within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent, within 10 days, may request a conference with the CEO or designee by following the procedures set out in the Board Policy. If the resolution by the CEO or designee is not satisfactory, there is no further appeal.

SECTION 7: PARENT INVOLVEMENT POLICY

Statement of Purpose

Trinity Basin Preparatory is dedicated to providing quality education for every student in our school. To accomplish this objective, we will develop and maintain partnerships with parents and community members for the benefit of students. A positive link between home and school will create the most conducive learning condition for every child. These open communication lines will expand and enhance learning opportunities for all stakeholders.

Our school recognizes the fact that some students will need extra assistance to achieve their full potential. The extra assistance is available to all students through the Title I program and various other educational services offered through the school.

Trinity Basin Preparatory intends to include parents in all aspects of the Title I program. Students will be given every opportunity for success through the development and enhancement of the home-school partnership.

Parent Involvement in Developing Policy

Trinity Basin Preparatory's Parent Involvement Committee (PIC) is comprised of parents, community members, administrators, teachers, and other staff members. This committee will meet annually to discuss the design and implementation of the Parent Involvement Policy.

Trinity Basin Preparatory will actively recruit volunteers for the PIC through various avenues of publicity. Committee selections will produce a diverse group of stakeholders that represent an array of student populations served by the district.

Meetings will be planned at convenient times and locations for all concerned parties. If a translator is needed, the district will arrange for one to be present.

Parent Involvement Activities to Improve Student Academic Achievement and School Performance

One of the primary functions of the PIC will be to identify ways that Trinity Basin Preparatory can provide assistance and to create effective parent involvement.

The administration will assist all staff in understanding the requirements of Title I, Part A and in planning for effective programs to help parents in improving academic achievement.

Assistance may also include the distribution of informational handouts which explain state academic standards, assessments, and curriculum.

Trinity Basin Preparatory will also promote and encourage staff development for employees on establishing effective relationships with parents as a means to increase academic achievement.

Building the School's and Parents' Capacity for Strong Parent Involvement

Trinity Basin Preparatory will involve the PIC in identifying barriers to parent involvement and to provide parent involvement strategies. The school will support a variety of parent involvement strategies as it strives to develop and maintain an optimum learning environment for all students.

Annual Title I Parent Meeting: Trinity Basin Preparatory will hold an annual meeting to review Title I guidelines and services offered through the district. Copies of the district's current Parent Involvement Policy and the Trinity Basin Preparatory Home-School Compact will be distributed at the meeting. Parents will be encouraged to become involved in revising and updating the policy as necessary, and parent volunteers will be recruited for the PIC.

The meeting will be held at a convenient time and location; notice of the meeting will be provided through written invitations to parents and through notices such as the automated telephone notification system.

A translator will be available to help non-English speaking parents.

Parent-Student-Teacher Compact: In accordance with Title I regulations, each campus will develop, annually update and distribute a parent-student-teacher compact. This compact will explain how students, parents, and staff will share responsibility for student performance and success, and will enable them to do so. Members of the PIC will be given the opportunity to provide input to the compact. All parents will be given a copy of the compact detailing the responsibilities that teachers, parents, and students have in helping students accomplish their goals. Students and parents are encouraged to discuss the contents of the compact. They are also expected to sign that they are in agreement with the compact and promptly return the compact to the school.

Staff/Parent Communication: Parents will be informed of school activities through various avenues of communication throughout the school year.

Parents will be expected to attend two conferences per school year with their child's teacher.

Newsletters, conferences, personal contacts, written notices, and an automated telephone notification system will be utilized to establish and maintain an open line of communication. Staff development will include strategies to promote effective parent involvement activities.

Cross-Program Coordination of Parent Involvement Activities

Parent Involvement strategies will be incorporated into Trinity Basin Preparatory's curriculum and programs through the District Improvement Plan.

Parent Involvement will be a top priority and will be aligned with the entire educational program.

Trinity Basin Preparatory will coordinate Title I Parent Involvement activities with other programs within the district to meet special needs.

Annual Evaluation

The Campus Needs Assessment team will annually review and evaluate all aspects of the parent involvement program by distributing surveys and collecting data at all Title I campuses. Parent surveys including questions about the effectiveness of the program will be distributed and the results analyzed. Teacher surveys, teacher contact logs, and sign-in sheets from campus activities will be used to help monitor and evaluate the effectiveness of interactions between the school and parents. The Chief Academic Officer and the Principals will revise the District Parent Involvement Policy and Parent-Student-Teacher Compact based on the results of this annual review.

Involving Parents in Activities of Title I Campuses

Trinity Basin Preparatory will use Title I funds to provide school-wide services to all students at Title I campuses. Parents will be involved in a variety of strategies as the district strives to develop and maintain an optimum learning environment for all students. Parents may contribute through volunteer programs, as well as by creating a supportive home atmosphere. The community may participate through an array of activities that promote student success.

2016-2017 Student Code of Conduct

Purpose

The Student Code of Conduct is the school's response to the requirements of Chapter 37 of the Texas Education Code. This Code provides methods and options for managing students in the classroom and on school grounds, for teaching students proper conduct, and for preventing and intervening in student discipline problems.

Texas law requires a school to define misconduct that may – or must – result in a range of specific disciplinary consequences, including removal from a regular classroom, suspension, or expulsion from school. In accordance with state law, the Trinity Basin Preparatory Student Code of Conduct will be posted at the school campus and will be available for review at the office of the campus principal. A copy will also be posted on the school's website. Parents will be notified of any conduct violation that may result in a student being suspended or expelled.

Campus Authority and Jurisdiction

The school has disciplinary authority over a student:

1. during the regular school day and while on any school transportation (field trips, etc.).
2. while the student is in attendance at any school-related activity, regardless of time or location.
3. for any school-related misconduct, regardless of time or location.
4. when retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
5. when criminal mischief is committed on or off school property or at a school-related event.
6. for certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas.
7. when the student commits a felony, as provided by Texas Education Code §§37.006 or 37.0081.
8. for certain offenses committed off of school property that result in a true threat of a material and substantial disruption of school, or even a reasonable forecast of such.

Standards for Student Conduct

All students at Trinity Basin Preparatory are expected to:

1. demonstrate courtesy, even when others do not.
2. behave in a responsible manner, always exercising self-discipline.
3. attend all classes, regularly and on time, and be physically and mentally ready to learn.
4. prepare for each class, by taking appropriate materials, necessary supplies to aid in learning such as prescription glasses, and all assignments to class.
5. obey campus and classroom rules.

6. respect the rights and privileges of students, teachers, and other staff and volunteers.
7. respect the property of others, including campus property and facilities.
8. cooperate with and assist the school staff in maintaining safety, order, and discipline.
9. adhere to the requirements of the Student Code of Conduct.

General Conduct Violations

The school prohibits the following:

1. Disregard for Authority

- Failing to comply with directives given by school personnel (insubordination).
- Leaving school grounds or school-sponsored events without permission.
- Disobeying rules for conduct on school transportation.
- Refusing to accept discipline management techniques assigned by a teacher or principal.

2. Mistreatment of Others

- Using profanity or vulgar language or making obscene gestures, orally or in writing.
- Fighting or scuffling, including hitting, kicking, slapping, scratching, pushing or shoving, wrestling, pulling hair, or any other form of inappropriate physical contact, regardless of who started or initiated the fight or scuffle.
- Threatening another student or school employee on or off school property.
- Engaging in bullying, harassment, or making hit lists.
- Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture or any other action, including requests for sexual favors directed toward another student or school employee.
- Engaging in inappropriate or indecent exposure of private body parts.
- Hazing and name calling.
- Causing an individual to act through the use of or threat of force (coercion).
- Committing extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student or school employee.
- False accusations or defamation of character levied against students and/or staff.

3. Property Offenses

- Damaging or vandalizing property owned by others.
- Defacing or damaging school property – including walls, doors, textbooks, furniture and other equipment – with graffiti or by other means.
- Stealing from students, staff, or the school.
- Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code.

4. Possession of Prohibited Items

Possessing, using, or selling:

- fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- a weapon or “look-alike” weapon;
- an air gun or BB gun;
- ammunition;
- a stun gun;
- any knife;
- mace or pepper spray;
- pornographic material;
- tobacco products, tobacco-related products, related paraphernalia, and delivery devices, including but not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, “vapor pens,” non-prescribed inhalers, nicotine delivery devices or chemicals;
- matches or a lighter;
- a laser pointer; or
- any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

5. Possession of Telecommunication Devices

The school prohibits the unauthorized use of telecommunication devices and video or photographic devices in classrooms, on field trips, and at school activities. Teachers and campus administrators may authorize students to display, turn on, and use telecommunication devices for educational purposes. In accordance with the law, telecommunication devices shall be defined as those that emit audible signals or vibrations, display messages, or otherwise summon or deliver a communication to the possessor. Such devices include, but shall not be limited to, MP3 players, pagers, and cellular telephones. Telecommunication devices that are confiscated will be returned to the student’s parent or legal guardian for a \$15 fee. Devices confiscated a second time will be returned to the student’s parent or legal guardian after a parent conference and the payment of a \$15 fee. If a device is confiscated a third or subsequent time the offense will be considered repetitive behavior and the student will face disciplinary consequences including the payment of a \$15 fee for the return of the device and suspension.

6. Drugs and Alcohol

- Possessing, using, transmitting, distributing, or selling any illegal drugs, seeds, controlled substance, narcotic, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Possessing, using, distributing, or selling paraphernalia related to any prohibited substance.
- Possessing or distributing look-alike drugs or items attempted to be passed off as drugs or contraband.

- Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.
- Having or taking prescription drugs or over-the-counter drugs at school other than as provided by school policy.
- Possession, use, transmission, distribution, or being under the influence of alcohol or any alcoholic beverage.
- Abusive use of glue, aerosol can, liquid paper, or any other chemical substance for inhalation.
- Possession, use, transmission, distribution, or being under the influence of any other intoxicant, mood changing, mind-altering, or behavior altering drugs prohibited under the Texas Controlled Substance Act or Federal Drug Abuse Prevention Control Act.
- Being under the influence of drugs or alcohol such that the student's faculties are noticeably impaired, even if the student is not legally intoxicated.

7. Misuse of Computers and the Internet

- Violating computer use policies, the Internet Safety policy, rules, or agreements signed by the student and/or agreements signed by the student's parent, including those found in the Trinity Basin Preparatory Student Handbook.
- Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

8. Safety Transgressions

- Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engaging in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Threatening use of or possession of prohibited item.
- Terroristic threat.
- Making false accusations or perpetrating hoaxes regarding school safety.
- Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throwing objects that can cause bodily injury or property damage.
- Discharging a fire extinguisher or fire alarm without valid cause.

9. Miscellaneous Offenses

- Violating dress and grooming standards as communicated in the Student-Parent Handbook.
- Attending class without materials needed to successfully learn such as prescription glasses.
- Academic dishonesty.
- Physical contact (hugging, kissing, etc.).

- Falsifying records, passes, or other school-related documents.
- Engaging in actions or demonstrations that substantially disrupt or materially interfere with the classroom or school activities.
- Repeatedly violating specific rules or procedures of campus or classroom standards of conduct.
- Using headphones with personal stereos/CD players/MP3 players during the school day.
- Unauthorized food, candy, gum, etc.
- Littering.
- Violation of classroom or campus rules.
- Gambling.
- Rough play (wrestling, etc.).
- Disrupting class.
- Throwing food in cafeteria.
- Unacceptable language.
- Attendance/tardy violations.

*The school may impose campus or classroom rules in addition to those found in the Code of Conduct. Disregard for these rules will be considered a violation of the Student Code of Conduct and will be dealt with accordingly.

Progressive Discipline

At Trinity Basin Preparatory, discipline is defined as the systematic teaching and learning of appropriate, responsible behaviors. Our progressive discipline system is designed to protect the learning environment and to improve student conduct. Student misbehavior will be addressed through a series of corrective interventions, which will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Corrective interventions will vary according to the specific student behavior, and will be informed by an evaluation of the student’s age and grade level, the frequency of misbehavior, the student’s attitude, the effect of the misconduct on the school environment, and statutory requirements.

Behaviors are classified into four types: the most minor infractions being Type A through the most egregious being Type D. Corrective interventions will be individualized for each student based on the type of offense. See the Progressive Discipline System – Student Behavior and Corrective Interventions chart on page 6 for examples of Type A through Type D behaviors and the possible corrective interventions for each.

Corrective Interventions

The following corrective interventions may be used – alone or in combination – for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- verbal (oral or written) correction
- cooling-off time or “time-out”
- seating changes within the classroom
- confiscation of items that disrupt the educational process

- rewards or demerits
- behavioral contracts
- counseling by teachers or administrative personnel
- parent-teacher conferences
- Practice Academies – practicing a desired behavior so that the student can learn to implement a desired procedure or skill that the student has failed to use
- Detentions
- removal of student from classroom setting
- withdrawal of privileges, such as participation in activities or school clubs
- school-assessed and school-administered probation
- in-school suspension
- out-of-school suspension, as specified in the Student Code of Conduct
- expulsion, as specified in the Student Code of Conduct
- referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the school
- other strategies and consequences as determined by the school officials

The school prohibits physical activity from being used as a form of punishment.

Progressive Discipline System – Student Behavior and Corrective Interventions

Type A Behaviors	Corrective Interventions
<p>Includes: violations of classroom or campus rules; unauthorized food, gum, etc.; littering; disrespect to students, faculty, facility; running/noise in hallways; talking at inappropriate times; possession of banned electronic items (cell phone, iPod, etc.); possession of inappropriate items (toy gun not resembling or mistaken for a real weapon, joy buzzers, etc.); attendance violations (tardies or absences).</p> <p>This is a partial list for explanation purposes and is not meant to exclude other similar behaviors.</p>	<p>Corrective intervention is assigned by the teacher, and may include parent notification, conferences, practice academy, additional or makeup work, etc.; in-school suspension.</p> <p>Teacher documents behavior and corrective interventions in student file.</p>
Type B Behaviors	Corrective Interventions
<p>Includes: repetition of Type A behaviors; lying/cheating; possession of another student's property; persistent disruption of classroom environment; throwing food in cafeteria; inappropriate language; persistently unprepared for class or refusal to participate; homework not completed or turned in on time; dress code violations that can be corrected in class; rough play; physical contact; inappropriate physical contact.</p> <p>This is a partial list for explanation purposes and is not meant to exclude other similar behaviors.</p>	<p>Corrective intervention is assigned by the teacher and/or team of teachers, and may include parent notification, conferences, practice academy, additional/makeup work, etc.; in-school suspension.</p> <p>Instances of serious or repetitive Type B behaviors may be referred directly to the campus administrator.</p> <p>Teacher documents behavior and corrective interventions in student file.</p>
Type C Behaviors	Corrective Interventions
<p>Includes: persistent repetition of Type A or B behaviors; dress code violations that cannot be corrected in class; cause or threaten to cause injury; gang or gang-like activity including the display of gang or drug writing, symbols, etc.; racketeering; possession of dangerous item; possession of tobacco; damage to school property; bullying; gross profanity or obscene gestures; overt disrespect/defiance; extortion/threats/ intimidation; lewd, indecent, or offensive conduct; sexual harassment; racial slurs; theft/possession of stolen property.</p> <p>This is a partial list for explanation purposes and is not meant to exclude other similar behaviors.</p>	<p>The student is sent immediately to the campus administrator for corrective intervention at the administrative level. Administrative interventions include parent conference, detention, in-school or out-of-school suspension, or expulsion.</p> <p>Severe or illegal behaviors will be reported to the appropriate law enforcement authority.</p> <p>Teacher documents behavior in student file. Campus administrator documents corrective interventions in student file.</p>
Type D Behaviors	Corrective Interventions
<p>Includes: persistent repetition of Type A, B or C behaviors; violence; fighting; possession of drugs or alcohol; possession of weapon/use of item as a weapon/possession of item resembling or mistaken for a real weapon; terroristic threat.</p>	<p>The student is escorted immediately to the campus administrator, and will be suspended immediately pending an expulsion meeting. Severe or illegal behaviors will be reported to the appropriate law enforcement authority.</p> <p>Teacher documents behavior in student file. Campus administrator documents corrective interventions in student file.</p>

Bullying

Bullying will not be tolerated at Trinity Basin Preparatory. The district has a local policy that prohibits bullying, harassment, and making hit lists, and it includes, as appropriate for students at each grade level, measures for preventing and correcting bullying behavior. Violation of Trinity Basin Preparatory's Bullying Policy can result in corrective interventions for students, up to and including expulsion.

Type A and B Behaviors

Since appropriate social behavior involves a series of learned skills, it is logical that the "first line" of discipline is in the classroom. For Type A and B behaviors, teachers will employ corrective interventions within the classroom setting.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, student misbehavior may result in removal from the regular educational setting in the form of a discipline referral.

A teacher or administrator will remove a student from the class in order to protect the educational environment in the classroom. A teacher may also initiate a removal from class if:

- a. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his/her class; or
- b. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

Students engaging in Type A and B behaviors will only be referred to the campus administrator after the behavior has been determined to be repetitive and the attitude of the student defiant.

When a teacher or staff member observes any instance of Type C or D behavior, the offending student will be escorted to a campus administrator immediately.

The campus administrator will first discuss the behavior or incident with the student and then proceed with further corrective interventions including, but not limited to, counselor referral, behavior contract, detention, suspension, and/or expulsion.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Texas Education Code requires or permits the student to be suspended or expelled. When removing for those reasons, the procedures in the subsequent sections on suspension or expulsion will be followed.

Subsequently the parent/guardian will be informed of the details contributing to the referral and of any disciplinary or corrective interventions prescribed.

Appeals

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or the principal. Consequences will not be deferred pending the outcome of a grievance.

Suspension

Students generally learn most effectively in a classroom, at school. Therefore students will be removed from the regular educational setting via suspension only when multiple, appropriate corrective interventions have been attempted, or such a removal is necessary for the safety and stability of the larger school community. Students may be suspended for any behavior listed in the Student Code of Conduct as a general conduct violation. In deciding whether to order suspension, the appropriate administrator will take into consideration:

1. intent at the time the student engaged in the conduct, and
2. the student's disciplinary history.

Before being suspended, a student will have a conference with the appropriate administrator who shall inform the student of the conduct of which he/she is accused. The student will be given the opportunity to explain his/her version of the incident before the administrator's decision is made. The number of days of a student's suspension will be determined by the appropriate administrator, but will not exceed three school days.

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Expulsion

Behaviors for which a student may be expelled include:

- conduct that contains the element of assault, or threat of assault, against a student, school employee, or volunteer;
- criminal mischief;
- aggravated assault;
- sexual assault;
- sexual harassment;
- criminal attempt to commit murder or capital murder;
- murder or capital murder;
- aggravated robbery;
- conduct relating to a false alarm or report (including a bomb threat), or a terroristic threat involving a public school;
- selling, distributing, possessing, using, or being under the influence of any controlled substance, including alcohol;
- conduct that contains the elements of an offense relating to abusable volatile chemicals;
- arson;

- indecency with a child;
- kidnapping;
- use, exhibition, or possession of a firearm;
- use, exhibition, or possession of a knife, hand instrument designed to cut or stab another by being thrown, dagger, sword, spear, etc.;
- use, exhibition, or possession of a club such as an instrument specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk;
- possession of any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade;
- any other offense listed in Section 37.007 of the Texas Education Code; or
- persistent repetition of any other behavior listed in the Student Code of Conduct.

Students under the age of 10 may not be expelled, except under Texas Education Code §37.007(e).

If a student is believed to have committed an expellable offense, the campus administrator will suspend the student immediately pending the expulsion meeting. The expulsion meeting will be scheduled within three school days of the formal referral. The student's parent will be invited in writing to attend the meeting.

In deciding whether to order expulsion, the school will take into consideration:

1. intent at the time the student engaged in the conduct, and
2. the student's disciplinary history.

Expulsion Meeting

A student facing expulsion will be given an audience with campus administration, absent extenuating circumstances. At the expulsion meeting, the student is entitled to:

1. representation by the student's parent or legal guardian.
2. the opportunity to testify and to present evidence and witnesses in the student's defense.
3. the opportunity to question school employees.

After providing notice to the student and parent of the expulsion meeting, the school may hold the meeting and determine the results of the expulsion regardless of attendance of the student or parent. If the parent and student do not attend the expulsion meeting, the campus administrator will make a decision regarding expulsion based upon the information contained in the discipline referral.

The campus administrator's decision as to whether the student will be expelled will be made at the conclusion of the expulsion meeting. If the student is expelled, the parent will be given a copy of the completed referral. The completed referral will serve as the expulsion order.

Appeal of Expulsion

Any parent/guardian who is not satisfied with the decision of the campus administrator may appeal that decision to the Superintendent within three school days of the expulsion meeting.

The Superintendent will review all relevant documents. If necessary, the Superintendent may also talk to campus administration, witnesses, the student, and/or the student's parent

Any parent who is unsatisfied with the decision of the Superintendent may similarly appeal to the Board of Directors within three school days. The decision of the Board of Directors is final, and is not subject to further review.

The Board of Directors will review all relevant documents in a closed meeting, unless the parent requests in writing that the matter be held in an open meeting. The Board of Directors may also hear a statement from the student or parent and from the designated administrator. The Board of Directors will base its decision on evidence reflected in the record and on any statements made by the parties at the meeting. The Board of Directors will make and communicate orally its decision at the conclusion of the expulsion review.

Any consequences or punishments assigned the student will not be deferred pending the outcome of the expulsion review.

Restrictions during Expulsion

Expelled students may be prohibited from being on school grounds or attending school-sponsored or school-related activities. No academic credit will be earned for work missed due to the expulsion.

Trinity Basin Preparatory

Anti-Bullying

Purpose: A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. The purpose of this policy is to assist Trinity Basin Preparatory in its goal of preventing and responding to acts of bullying, intimidation, violence, harassment, and other similar disruptive behavior.

Policy Intent: Pursuant to Texas Education Code §37.0832(c), the board of directors adopts the following policy and procedures concerning bullying. Bullying typically involves an imbalance of power between the bully and the victim. When the basis of bullying is a protected characteristic such as sex, gender, race, color, national origin or disability, it may be considered discriminatory harassment and subject to applicable anti-discrimination laws.

TBP will take all bullying complaints seriously, promptly investigate all complaints, follow up with students when harassment or bullying is suspected, take appropriate corrective and disciplinary action, and ensure students have a safe environment in which they can report harassment.

Statement of Policy:

Overview of Policy and Procedure

Pursuant to Texas Education Code §37.0832(c), this policy and procedure will:

1. Prohibit the bullying of a student;
2. Prohibit retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying;
3. Establish a procedure for providing notice of an incident of bullying to a parent or guardian of the victim and a parent or guardian of the bully within a reasonable amount of time after the incident;
4. Establish the actions a student should take to obtain assistance and intervention in response to bullying;
5. Set out the available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying;
6. Establish procedures for reporting an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred;

7. Prohibit the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying; and
8. Require that discipline for bullying of a student with disabilities comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.).

Bullying

The act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

Pursuant to Texas Education Code §37.0832(a), bullying means, subject to Subsection (b), engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district that:

1. has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

(b) Conduct described by Subsection (a) is considered bullying if that conduct:

1. exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. interferes with a student's education or substantially disrupts the operation of a school.

Bullying of a student may include, but is not limited to:

1. Verbal: Hurtful name calling, teasing, taunting, gossiping, making threats, making rude noises, demands for money, or spreading hurtful rumors.
2. Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
3. Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, hazing, confining, theft of valued possessions, or destroying property.
4. Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.

5. Cyberbullying: willful harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter), chat rooms, “sexting”, instant messaging, or video voyeurism by accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network.
6. Cyberstalking: engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

TBP prohibits the bullying of any student:

1. during any educational program or activity conducted by TBP;
2. during any school-related or school-sponsored program or activity;
3. through the use of any electronic device or data, computer software that is accessed through a computer, computer system, or computer network. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
4. through threats using the above to be carried out on school grounds or at a school function or in situations where a school administrator can reasonably forecast a material and substantial disruption of school. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity.

Discriminatory Harassment

If bullying is based on a protected characteristic, it may fall under one of the federal anti-discrimination laws, including:

- Title IX of the Education Amendments of 1972, which prohibits discrimination and harassment on the basis of sex and gender;
- Title VI of the Civil Rights Act of 1964, which prohibits discrimination and harassment on the basis of race, color, or national origin; and
- Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibit discrimination and harassment on the basis of disability.

Harassing conduct may take many forms, including verbal acts and name calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student’s ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Counseling

TBP provides age-appropriate preventative education regarding bullying in the form of classroom lessons under the guidance of the school counselor.

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options and when appropriate, refer the students to the counselor.

After meeting with the student, the counselor will recommend whether the student may benefit from additional services which may include individual sessions, group sessions, class sessions, pairing with an adult or peer mentor. If the counselor believes that the student would benefit from repeated sessions, the counselor will notify the student's parent or guardian and get permission to have these sessions.

Retaliation Prohibited

TBP prohibits retaliation by a student or employee against any person who is the victim of bullying, who in good faith makes a report of bullying, serves as a witness, or participates in an investigation. Such actions will be subject to TBP's Student Code of Conduct.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction or property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Confidentiality

To the greatest extent possible, the school will respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Access to Policy and Procedures

This policy and procedure will be distributed annually in the employee and student handbooks. Copies of the policy and procedure will be posted on the school's website, to the extent practicable, and will be readily available at each campus and the school's administrative offices.

Training

TBP will provide bullying awareness training and instruction on this policy to all campus-based staff at least annually.

In addition, instructional staff will receive further guidance and training from the counselor and administrative staff on an ongoing basis.

Campus administrators will also be trained to ensure that discipline is consistent and fair.

Bullying of a Student with Disabilities

Bullying based on disability may constitute peer-on-peer harassment prohibited by Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990.

Bullying may also trigger obligations to provide a free, appropriate public education (FAPE) to eligible students with disabilities under the Individuals with Disabilities Education Act.

Standard Operating Procedure:

Making Reports regarding Bullying

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other school employee. A report may be made orally or in writing. Parents are also encouraged to inform campus administration of any knowledge of bullying.

Any school employee who has any knowledge of a student being bullied or may have experienced bullying shall immediately notify the campus principal or designee. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the school's ability to investigate and address the prohibited conduct.

If a report is made orally, the campus principal or designee shall reduce the report to a written form.

The campus principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate. Not later than the second school day after the principal acquires knowledge of an alleged incident of bullying, the principal will provide notice of the incident to the parent or guardian of the victim of the alleged bullying and the parent or guardian of the student who allegedly engaged in bullying.

Investigating Complaints

All investigations concerning allegations of bullying will be prompt, thorough, and impartial.

The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report. Every step of the investigation, including every action taken by the

school, will be put in writing, giving dates and times and identifying all persons contacted. All statements should be reduced to writing and should have sufficient detail relating the events of the conversation.

The principal may use their judgment in conducting the investigation including, but not limited to, interviewing students and staff and taking written statements, notifying Child Protective Services or law enforcement when necessary, and meeting with parents to get or share information as needed.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however with permission from the Director of Education, the campus principal or designee may take additional time to complete a thorough investigation.

The campus principal or designee will prepare a written report of the investigation. The report will include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense.

The investigation should be documented in the district's student information management system pursuant to the guidelines outlined in the district's Progressive Discipline System. A copy of the report shall be sent to the Superintendent or designee.

Notification of Parents

At the conclusion of the investigation, the principal or designee shall promptly notify the parents of the victim and the student who engaged in bullying. The notification shall occur in a parent conference and be documented on the district's parent conference form within 3 days of the conclusion of the investigation.

In this conference, the principal will explain the district's bullying policy, explain the consequences for violating the policy and give clear directives that this conduct will not be permitted at the school and will be dealt with swiftly and decisively if this conduct were to ever occur.

Follow-Up Actions based on Results of Investigation

If the results of an investigation indicate that bullying occurred, the school will promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the school's Student Code of Conduct. The school may take action based on the results of the investigation, even if the school concludes that the conduct did not rise to the level of bullying under school policy.

Campus administrators will take bullying into account when disciplining a student who is a victim of bullying and who used reasonable self-defense in response to the bullying.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Other actions that may be taken to prevent further bullying include separation of the victim from the bully, additional monitoring of victims, assignment of a safe place and a responsible contact person for the student victim to go to whenever the victim feels threatened or frightened, written directives to students and parents on expected conduct and response to allegations of bullying, and the notification of law enforcement where necessary.

Appeal of Decision

A student who is dissatisfied with the outcome of the investigation may appeal to the Director of Education, Assistant Superintendent, Superintendent, and then Board of Directors, in that order. Any appeal must be documented on the Director of Education Conference Request Form and submitted to the campus administrator.

Revision History:

<u>Effective Date</u>	<u>Version</u>	<u>Modification</u>
8/20/12	1	New document